



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

May 3, 2007

TO: PROSPECTIVE APPLICANTS

SUBJECT: ADDENDUM 1
REQUEST FOR APPLICATION (RFA) TCS 07-101

RFA TCS 07-101, entitled “Capacity Building Center for Diverse Populations,” was released on April 4, 2007, and no applications were received by the California Department of Health Services, Tobacco Control Section (TCS), by the submission deadline of April 26, 2007, at 5 p.m. Pacific Time (PT). In order to determine why there was a lack of response to RFA TCS 07-101, TCS conducted informal interviews with several agencies who responded to the Funding Alert sent on March 1, 2007. Many of the agencies interviewed stated that the timeline for preparing and submitting a Stage I Application was not adequate and did not allow enough time for collaboration between primary applicants and possible subcontractors and/or consultants. Several agencies expressed the need for technical assistance provided by TCS both before and after the April 11, 2007 Information Meeting and Online Training for Stage I.

In response to this feedback, TCS is releasing Addendum 1 for RFA TCS 07-101 to provide more time for agencies to participate in the procurement process. Addendum 1 is attached to this letter and replaces the cover page through page 60 of RFA TCS 07-101. Please note: to accommodate the additional time now allotted for Stage I applications, the grant period has changed from November 1, 2007 – October 31, 2010, to January 1, 2008 – December 31, 2010.

Stage I, Agency Capability is due to TCS on June 18, 2007, no later than 5 p.m.

PT. Applications must be submitted electronically using the Online Tobacco Information System (OTIS). Please refer to the RFA timeline for additional details on Stages II – IV.

The Information Meeting and Online Training that took place on April 11, 2007, will be repeated, and is tentatively scheduled for May 14, 2007. The Information Meeting will be a combined web meeting and conference call utilizing Avaya©. Please refer to the RFA for instructions on how to participate in this meeting. Attendance is not required, but is highly recommended for Primary Applicants and potential subcontractors and/or consultants. Additionally, potential applicants may call for technical assistance to clarify RFA requirements between May 7 and May 21, 2007. Technical assistance for programmatic content will not be provided.

Addendum 1, the RFA Attachments and Appendices, and all required forms are available on the TCS website at <http://www.dhs.ca.gov/tobacco>. Any future RFA updates and addenda to the RFA will be posted on this website. You are strongly encouraged to view the TCS website often for the previously referred-to addenda and other updates. Additionally, the Policy Section of the *TCS Administrative and Policy Manual* is available on the website to assist potential applicants with application preparations.

TCS compiled a contact list of "Interested Parties" consisting of those agencies who requested copies of the RFA and who attended the Information Meeting on April 11, 2007. This list, as well as a contact list for the California Priority Population Partnerships and the local lead agencies, has been posted on the TCS website to assist with possible collaboration and networking between agencies.

It is a high priority for TCS to fund a training and technical assistance provider to enhance and improve the ability of agencies in California to engage, work with, conduct, and evaluate culturally appropriate and competent evidence-based tobacco control interventions addressing California's high priority populations.

Thank you for your interest in tobacco control and in applying for this important service. If you have any questions regarding the RFA or this Addendum, please contact Elizabeth Winward, M. A., Program Consultant, TCS, at (916) 449-5500.

Original Signed

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Enclosure